

*****PLEASE READ COMPLETELY*****

Instructions for completing the OES 2008 Salary Survey

The information provided by your agency will be used to generate invoices for those incidents that your agency responds to under the terms and conditions of the Agreement for Local Government Fire Suppression (California Fire Assistance Agreement - CFAA). The agencies signatory to the CFAA are: US Dept. of the Interior, Bureau of Land Management (BLM); State of California Department of Forestry and Fire Protection (CDF); US Dept. of the Interior, National Park Service (NPS), State of California, Governor's Office of Emergency Services (OES), US Dept. of Agriculture, Forest Service (USFS) and the US Fish and Wildlife (USDI).

Summary:

The current CFAA contract defines the terms of response and reimbursement for forest agency incidents by local government fire agencies, through the California Fire and Rescue Mutual Aid System. The OES Fire and Rescue Branch administers the contract, including generating invoices on behalf of local government for fire suppression assistance provided under the terms and conditions of this agreement.

****REQUIRED FOR REIMBURSEMENT****

Agency Federal Taxpayer ID Number or Federal Employer ID Number

The Agency Federal Taxpayer ID Number or Federal Employer ID Number must be provided. Your agency's Accounting Office or Personnel Office should be able to assist you in determining this number.

Data Universal Numbering System (DUNS) Number

The DUNS Number requirement is a federal government wide policy published in the Federal Register (68 FR 34802) for applications of Federal Grants and Cooperative Agreements. The DUNS Number does not replace your Federal Employer ID Number. If you do not have a DUNS Number, you must obtain your DUNS Number by contacting 1-800-333-0505 or accessing www.dunandbradstreet.com.

Central Contract Registration (CCR) Worksheet

All current and potential Federal government vendors (any one who responds to a federal order/request) must register in the CCR to be eligible for contract awards and payments. To register, go to the CCR website at www.ccr.gov. You may also receive federal registration assistance by contacting: 888-227-2423 or 269-961-4725.

Automated Standard Application for Payment (ASAP) System

The ASAP registration is an additional requirement for receiving reimbursement from US Department of Interior incidents. To register, go to www.fms.treas.gov/asap to access the request form and instructions. For assistance and questions regarding ASAP, please contact (510) 594-7182 from 7:30 a.m. to 4:00 p.m.

The Agency Federal Taxpayer ID/Federal Employer ID Number, DUNS Number and CCR are required in order to be reimbursed by the federal government. All local government fire agency resources including apparatus, personnel and overhead are considered "vendors" in the use of the CFAA. ASAP is an additional requirement specific to the US Department of Interior.

Chief Officers above Battalion Chief with a Local Agreement (MOA/MOU)

Local jurisdictions that have submitted "Average Actual Rates" to State OES Fire and Rescue Branch above the Battalion Chief level shall be reimbursed portal to portal at straight time unless the employee(s) has a local agreement certifying that they are to be paid above straight time. Those with such an agreement will need to check the box "Yes" on the appropriate Salary Survey Column and must provide a copy of your MOA/MOU along with your agency Salary Survey. If you do not provide a copy of your MOA/MOU, your agency will not be compensated for time and half. Those without such an agreement will need to check the box "No".

Calculating your “Average Actual Rate”:

To determine an “Average Actual Rate” begin by establishing an hourly rate for the each salary classification. ***The hourly rate should NOT include OVERTIME, BENEFIT PAY, SPECIALTY PAY, and OR INCENTIVE PAY.*** Next, combine all of the hourly rates for each classification and divide by the number of hourly rates used in the calculation. The result of this calculation is the average hourly rate for that classification within your agency.

Example:

A fire agency has 4 firefighters and 3 firefighter/paramedics on staff, an hourly rate must be calculated for the salary survey Firefighter classification. To calculate the “Average Actual Rate” for this position use the following steps:

Step 1 - Determine the hourly rate for each firefighter, **do not** include overtime, incentive pay, benefits, or specialty rates in the hourly rate.

Step 2 - Combine the hourly rates of the 7 firefighters.

<u>Classification</u>	<u>Hourly Rate</u>
Firefighter 1	13.33
Firefighter 2	11.98
Firefighter 3	12.20
Firefighter 4	12.20
Firefighter/Paramedic 5	11.15
Firefighter/Paramedic 6	11.15
<u>Firefighter/Paramedic 7</u>	<u>11.75</u>
Total	\$ 83.76

Step 3 - Divide the Total from Step 2 by the total number of positions used in the calculation.

\$83.76 divided by 7 = \$11.97

This is your agency "average actual salary" for this classification.

Step 4 - Write down the "average actual salary" for each classification in the appropriate section of the attached Salary Survey.

The above method of calculating the “Average Actual Rate” can be used for the Chief, Deputy Chief, Division Chief, Assistant Chief, Battalion Chief, Company Officer, Apparatus Officer and Firefighter classifications on the Salary Survey.

Workers’ Compensation Insurance Percentage Rate

This is the insurance premium your agency pays for Worker’s Compensation Insurance. The Workers’ Compensation Percentage Rate must be provided in a **percentage** form. The Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this percentage rate. If this option is not available, then determine if your agency pays this insurance fee, if your agency does, then you may try calling the insurance carrier.

Unemployment Insurance Percentage Rate

This is the insurance premium your agency pays for Unemployment Insurance. The Unemployment Percentage Rate must be provided in a **percentage** form. Human Resources Department, Personnel Office, or Budget Office at your agency should be able to assist you in determining this amount.